

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN AND WESTERN DISTRICTS OF KENTUCKY**

ELECTRONIC CASE FILING
ADMINISTRATIVE POLICIES AND PROCEDURES

1. DEFINITIONS.

- 1.1** **“ELECTRONIC FILING SYSTEM” (ECF)** refers to the court’s automated system that receives and stores documents filed in electronic form. The program is part of the CM/ECF (Case Management/Electronic Case Files) software which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
- 1.2** **“FILING USER”** is an individual who has a court-issued login and password to file documents electronically.
- 1.3** **“NOTICE OF ELECTRONIC FILING” (NEF)** is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document, which allows recipients to retrieve the document automatically. A document shall not be considered filed for the purposes of Federal Rules of Civil and Criminal Procedures until the filing party receives a system generated Notice of Electronic Filing with a hyperlink to the electronically filed document.
- 1.4** **“PACER” (Public Access to Court Electronic Records)** is an automated system that allows an individual to view, print and download court docket information over the Internet.
- 1.5** **“PDF” (Portable Document Format)**. A document file created with a word processor, or a paper document which has been scanned, must be converted to portable document format to be filed electronically with the court. Converted files contain the extension “.pdf”.
- 1.6** **“PROPOSED ORDER”** is a draft document submitted by an attorney for a judge’s signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.
- 1.7** **“TECHNICAL FAILURE”** is defined as a failure of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. Technical failure does not include malfunctioning of a Filing User’s equipment.

2. **SCOPE OF ELECTRONIC FILING.**

- (a) All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System.
- (b) The filing of initial papers shall be accomplished on paper rather than electronically. A disk or CD-ROM containing the document in .pdf format¹ may be required by the local clerk's office. In a case removed to the federal court, parties are required to provide copies and may be required to provide electronic copies of all documents previously filed in the state court, which have been served upon them. Service of the summons and complaint must be made under Federal Rules of Civil Procedure 4.
- (c) A party proceeding *pro se* shall not file electronically, unless otherwise permitted by the court. *Pro se* filers shall file paper originals of all documents. The clerk's office will scan these original documents into the court's electronic System, unless otherwise sealed.
- (d) Due to the nature of their content, criminal cases and social security cases shall have restricted status, meaning that remote public access to documents in these cases will be limited to Filing Users who are counsel of record. All documents filed in these cases will, however, be available for viewing by the public at the clerk's office.

3. **ELIGIBILITY, REGISTRATION, PASSWORDS.**

- (a) An attorney admitted to the Bar of this court, including an attorney admitted *pro hac vice*, may register as a Filing User by completing the prescribed registration form and submitting it to the clerk for the District in which the attorney intends to become a Filing User. If the Filing User intends to electronically file documents in both Districts, a separate registration form must be completed for both the Eastern and Western Districts.
- (b) Registration as a Filing User constitutes consent to electronic service of all documents as provided in this order in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.
- (c) By signing the registration form, the Filing Users certify that they have read and are familiar with the rules of practice of the court and the administrative policies and procedures governing electronic filing²; the method of training in the System

¹A document created with almost any word-processing program can be converted to .pdf. The .pdf program, in effect, takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software with the layout, format, links, and images intact.

²Rules of practice and administrative policies and procedures along with tutorials and other information may be found at www.kywd.uscourts.gov and at www.kyed.uscourts.gov

used prior to becoming a Filing User; and that they have a PACER account³. An individual may register more than one Internet e-mail address. All signed original Attorney Registration Forms shall be mailed or delivered by hand to the clerk's office. The clerk's office will either mail the login and password to the attorney or the attorney may arrange to pick up his/her login and password at the clerk's office.

- (d) Once the registration is processed by the clerk, the Filing User shall protect the security of the User's password and immediately notify the clerk if the Filing User learns that the password has been compromised. Filing Users may be subject to sanctions for failure to comply with this provision. After registering, attorneys may change their passwords. If an attorney comes to believe that the security of an existing password has been compromised and that a threat to the System exists, the attorney must change his or her password immediately.
- (e) Once registered, an attorney may withdraw from participating in the System by providing the clerk's office with a notice of withdrawal. The notice must be in writing, and must be mailed or delivered to the clerk's office, with a copy to counsel of record in each case in which the attorney withdrawing is involved. Upon receipt, the clerk's office will immediately cancel the attorney's password and delete the attorney's name from any applicable electronic service list.
- (f)(1) If an attorney is leaving a law firm and is the attorney of record on an existing case and representation in the case will remain with the law firm, withdrawal and substitution of counsel must be made prior to the attorney's termination in the law firm, for the following reason:

The attorney leaving the firm has an e-mail address with the law firm he or she is leaving on record with the court. This e-mail address may be disabled by the law firm as soon as the attorney terminates his/her employment. The electronic notices in ECF will continue to go to the terminated attorney's e-mail address at the former firm. If the e-mail address is disabled at the law firm, no one will receive the electronic notice. If a withdrawal/substitution of counsel has not been filed prior to the attorney leaving the firm, the law firm should not disable the e-mail account of the attorney leaving the firm until another attorney in the firm enters his/her appearance. The law firm should designate someone in the firm to check this e-mail account for ECF notices until substitution of counsel has been filed with the court.

- (2) If the attorney leaving the firm is taking active cases from the firm, the attorney needs to change his/her e-mail address as soon as possible, otherwise the attorney will not receive electronic notices from ECF. The e-mail will continue to be sent to the former law firm's e-mail address still on record. Procedures for changing an e-mail address may be found in the ECF User's Manual.

³Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.

4. ELECTRONIC FILING AND SERVICE OF DOCUMENTS.

- (a) Electronic transmission of a document to the Electronic Filing System in accordance with these procedures, together with the transmission of a Notice of Electronic Filing from the court with a hyperlink to the electronically filed document, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Joint Local Rules of this court.
- (b) E-mailing a document to the clerk's office or to the assigned judge does not constitute filing the document. A document shall not be considered filed until the System generates a Notice of Electronic Filing with a hyperlink to the electronically filed document.
- (c) Before filing a scanned document with the court, a Filing User must verify its legibility.
- (d) When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court and the filing party is bound by the document as filed. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.
- (e) Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight, local time in the division where the case is assigned in order to be considered timely filed that day. However, if time of day is of the essence, the assigned judge may order a document filed by a certain time.
- (f) In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.
- (g) Upon the filing of a document, a docket entry will be created using the information provided by the Filing User. The clerk will, where necessary and appropriate, modify the docket entry description to comply with quality control standards.
- (h) By participating in the electronic filing process, the parties consent to the electronic service of all documents, and shall make available electronic mail addresses for service. Upon the filing of a document by a Filing User, a Notice of Electronic Filing (NEF), with a hyperlink to the electronic document and an e-mail message will be automatically generated by the electronic filing system, and sent via electronic mail to the e-mail addresses of all parties who have registered in the case. In addition to receiving e-mail notifications of filing activity, the Filing User is strongly encouraged to sign on to the electronic filing system at regular intervals to check the docket in his/her case.

- (i) If the filing of an electronically submitted document requires leave of court, such as an amended complaint, the attorney shall attach the proposed document as an attachment to the motion requesting leave to file. If the court grants the motion, the clerk will electronically file the document without further action by the Filing User.
- (j) A certificate of service must be included with all documents filed electronically. Such certificate shall indicate that service was accomplished pursuant to the court's electronic filing procedures. Service by electronic mail shall constitute service pursuant to Federal Rules of Civil Procedure 5(b)(2)(D) and shall entitle the party being served to the additional three (3) days provided by Federal Rules of Civil Procedure 6(e).

A party who is not a registered participant of the System is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered attorney or party, including a terminated party or attorney, if appropriate, with the pleading, document, or order pursuant to Federal Rules of Civil Procedure (Fed.R.Civ.P.5(b)). Under the rules, they can be served with a paper copy of the electronically filed document, or they can consent in writing to service by any other method, including other forms of electronic service such as fax or direct e-mail.

The following is a suggested certificate of service for electronic filing:

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the clerk of the court by using the CM/ECF system, which will send a notice of electronic filing to the following: _____.

I further certify that I [mailed] [hand delivered] [faxed] the foregoing document and the notice of electronic filing by first-class mail to the following non-CM/ECF participants _____.

s/ [typed name of attorney] _____
Attorney's name
Attorney for:
Law Firm Name (if applicable)
Address
Phone Number
Fax Number
Attorney's E-Mail address

5. ENTRY OF COURT DOCUMENTS.

- (a) A document entered or issued by the court will be filed in accordance with these procedures and such filing shall constitute entry on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79; and Fed.R.Crim.P. 55.

- (b) All signed orders will be electronically filed or entered. An order containing the electronic signature of a Judge shall have the same force and effect as if the Judge had affixed a signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.
- (c) Orders may also be issued as “text-only” entries on the docket, without an attached document. Such orders are official and binding.
- (d) The court may sign, seal and issue a summons electronically, although a summons may not be served electronically.
- (e) Proposed orders may be submitted electronically. All proposed orders submitted electronically must be in .pdf format and must be: (1) submitted as an attachment to a motion or stipulation and identified as “proposed”; or (2) contained within the body of a stipulation or agreed order. If the Judge approves the proposed order, it will be refiled electronically under a separate document number.

6. NOTICE OF COURT ORDERS AND JUDGMENTS.

Immediately upon the entry of an order or judgment in an action, the Clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing (NEF), with a hyperlink to the electronic document. Electronic transmission of the NEF, along with a hyperlink to the electronic document, constitutes the notice required by Federal Rules of Civil Procedure 77(d) and Federal Rules of Criminal Procedure 49(c). The clerk must give notice in paper form to a person who has not consented to electronic service.

7. ATTACHMENTS AND EXHIBITS.

Documents referenced as exhibits or attachments shall be filed in accordance with these administrative policies and procedures and the court’s ECF User Manual, unless otherwise ordered by the court. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments under these procedures do so without prejudice to their right to timely file additional excerpts or the complete document. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane. The court may require parties to file additional excerpts or the complete document.

8. SEALED DOCUMENTS.

A document subject to a sealing order must be filed with the court on paper in a sealed envelope marked “sealed”, citing thereon the style of the case and case number, or a paper copy of the court’s order sealing the document to ensure proper storage of the document. The clerk may require the document to be accompanied by a disk or CD-ROM containing the document in .pdf format. Only the motion to file a document under seal may be filed electronically, unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically, unless prohibited by law.

If a document is filed under seal pursuant to the E-Government Act of 2002, the filing party is nevertheless required to file a redacted copy for the public record along with the unredacted sealed document.⁴

9. SPECIAL FILING REQUIREMENTS AND EXCEPTIONS.

9.1 Special Filing Requirements

The documents listed below shall be presented for filing on paper. The clerk may require the document be accompanied by a disk or CD-ROM containing the document in .pdf format:

Sealed
In Camera
Confidential Agreements
Ex Parte
Qui Tam Cases (under seal)

9.2 Exceptions

9.2.1 Permissive Exceptions

Any document which contains more than two (2) megabytes.

9.2.2 Mandatory Exceptions

The following documents are excluded from the Electronic Filing System and shall be filed solely on paper, unless otherwise ordered by the court:

ADMINISTRATIVE RECORDS

PLEA AGREEMENTS

ALL GRAND JURY MATTERS - SUCH AS:

- (a) Minute sheets of swearing in and impanelment
- (b) Grand Jury returns
- (c) Voting slips
- (d) Any requests to be excused from grand jury for medical or some other reason and the Order appointing alternate
- (e) Motions to quash subpoenas and orders ruling on them
- (f) Motions to enforce subpoenas and orders ruling on them
- (g) Motions for immunity and orders ruling on them

⁴Reference Eastern and Western District Court's Joint General Order Number 04-01 Notice of Electronic Availability of Electronic Case File Information.

- (h) Motions for appointment of counsel and orders ruling on them.

WARRANTS ISSUED:

- (a) Arrest Warrants
- (b) Seizure Warrants
- (c) Search Warrants
- (d) Pen Registers (Wire Tap Orders)
- (e) Bench Warrants

PRE-INDICTMENT/PRE-INFORMATION:

- (a) Complaint filed by U. S. Attorney on behalf of Federal agents or by Federal Agents themselves.
- (b) Affidavits accompanying complaints usually signed by the Federal agent.
- (c) Warrants issued by another district for a defendant residing in our district. The Rule 5 (arraignment) hearing is held in our district and then the paperwork is sent to the other district on a Rule 40 transfer.

CONSENT TO PROCEED BEFORE U. S. MAGISTRATE JUDGE
(if not signed by all parties). Consents signed by all parties may be filed electronically.

CJA APPOINTMENT VOUCHERS AND CJA 23 (FINANCIAL AFFIDAVIT)

10. RETENTION REQUIREMENTS.

- (a) A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained in paper form by counsel and/or the firm representing the party on whose behalf the document was filed until one year after all periods for appeals expire. On request of the court, said counsel must provide the original document for review.
- (b) The clerk's office may choose to discard certain documents brought to the clerk's office for filing in paper form after those documents are scanned and uploaded to the System. Therefore, counsel shall provide the court with a copy of the original documents with intrinsic value for scanning and maintain the original signature in accordance with 10(a).

11. SIGNATURES.

- (a) The user login and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. They serve as a signature for purposes of Fed.R.Civ.P.11, all other Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the

Joint Local Rules of this court and any other purpose for which a signature is required in connection with proceedings before the court.

- (b) Each document filed electronically must indicate in the caption that it has been electronically filed. An electronically filed document must include a signature block in compliance with L.R. 5.1(a), and must set forth the name, address, telephone number, fax number, and e-mail address. In addition, the name of the Filing User under whose login and password the document is submitted must be preceded by an “s/” and typed in the space where the signature would otherwise appear. No Filing User or other person may knowingly permit or cause to permit a Filing User’s password to be used by anyone other than an authorized agent of the Filing User.
- (c) A document containing the signature of a defendant in a criminal case shall be electronically filed as a scanned document in .pdf format that contains an image of the defendant’s original signature. The Filing User is required to verify the readability of the scanned document before filing it electronically.
- (d) A document requiring signatures of more than one party must be filed either by:
 - (1) electronically filing a scanned document containing all necessary signatures;
 - (2) representing the consent of the other parties on the document;
 - (3) identifying on the document the parties who signatures are required and by the submission of a notice of endorsement by the other parties no later than three (3) business days after filing; or
 - (4) filing the document on paper with the court.
- (e) A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature, or the authenticity of the signature on that document; or the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signature themselves, must file an objection to the document within eleven (11) days of service of the document.
- (f) Any party challenging the authenticity of an electronically filed document or the attorney’s signature on that document must file an objection to the document within eleven (11) days of service of the document.
- (g) If a party wishes to challenge the authenticity of an electronically filed document or signature after the eleven (11) day period, the party shall file a motion to seek a ruling from the court.

12. SERVICE OF DOCUMENTS BY ELECTRONIC MEANS.

12.1 Service of Process

Federal Rules of Civil Procedure 5(b) and the Federal Rules of Criminal Procedure 49(b) do not permit electronic service of process for purposes of obtaining personal jurisdiction, *i.e.*, Rule 4 service. Therefore, service of process must be effected in the traditional manner.

12.2 Other Types of Service

12.2.1 Filing User

Upon the electronic filing of a pleading or other document, the court's Electronic Case Filing System will automatically generate and send a Notice of Electronic Filing (NEF) to all Filing Users associated with that case, along with a hyperlink to the electronic document. Transmission of the Notice of Electronic Filing with a hyperlink to the electronic document constitutes service of the filed document.

The NEF must include the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, and an electronic link (hyperlink) to the filed document, allowing anyone receiving the notice by e-mail to retrieve the document automatically. If the Filing User becomes aware that the NEF was not transmitted successfully to a party, or that the notice is deficient, *i.e.*, the electronic link to the document is defective, the filer shall serve the electronically filed document by e-mail, hand, facsimile, or by first-class mail postage prepaid immediately upon notification of the deficiency of the NEF.

12.2.2 Individual who is not a Filing User

A non-registered participant is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Joint Local Rules.

12.3 Time to Respond under Electronic Service

In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

13. **FEES PAYABLE TO THE CLERK.**

Any fee required for filing a pleading or paper in District Court is payable directly to the clerk by check, cash or money order (or credit card in the Western District). The Clerk's office will document the receipt of fees on the docket. The court will not maintain electronic billing or debit accounts for litigants.

14. **TECHNICAL FAILURES.**

- (a) If the site is unable to accept filings continuously or intermittently for more than one (1) hour occurring after 12:00 noon Eastern Time (EST) that day, the clerk shall deem the court's Electronic Case Filing web site to be subject to a technical failure.

- (b) If a Filing User experiences technical failure, the document may be filed by delivering the document to the clerk's office. The clerk may require the document to be accompanied by a disk or CD-Rom which contains the document in .pdf format.
- (c) The initial point of contact for a Filing User experiencing technical difficulty filing a document electronically will be the court's ECF Help Desk at the numbers listed on the court's web site and in the ECF User's Manual.
- (d) A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the court.

15. PUBLIC ACCESS.

- 15.1 (a) A person may receive information from the Electronic Filing System at the court's Internet site by obtaining a PACER login and password.⁵ A person who has PACER access may retrieve docket sheets and documents in civil cases, except for social security cases, in which only a Filing User who is counsel in the case may retrieve documents electronically. Docket sheets in criminal cases are available to a person with PACER access, but only a Filing User who is counsel of record may retrieve documents electronically in a criminal case. Documents in social security and criminal cases are not available for public view over the Internet in accordance with the policy established by the Judicial Conference of the United States. However, when ordered by the court upon the agreement of the parties, a high profile criminal case may be accessed when it is for the convenience of the parties and in the public interest to do so. Any case or document under seal shall not be available electronically or through any other means.
- (b) If a case or document has been restricted, a PACER user may retrieve the docket sheet over the Internet, but only a Filing User who is counsel of record may retrieve restricted documents electronically. However, a restricted case or document will be available for viewing by the public at the clerk's office.
- (c) Electronic access to electronic docket sheets and all documents filed in the System, unless sealed, is available to the public for viewing at no charge during regular business hours at the clerk's office. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. 1914.
- (d) Conventional copies and certified copies of electronically filed documents may be purchased at the clerk's office. The fee for copying and certifying will be in accordance with 28 U.S.C. 1914.

⁵Pursuant to the Judicial Conference Electronic Public Access Fee Schedule, non-judiciary CM/ECF users will be charged a fee of seven cents per page obtained remotely through the PACER system, with a total for any document, docket sheet, or case-specific report not to exceed the fee for 30 pages. (Effective September 23, 2003).

The access fee does not apply to official recipients of electronic documents, *i.e.*, parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged seven cents per page.

15.2 Sensitive Information

Since the public may access certain case information over the Internet through the court's Electronic Filing System, sensitive information should not be included in any document filed with the court unless such inclusion is necessary and relevant to the case. In accordance with the Joint General Order for the Eastern and Western Districts of Kentucky in re: Notice of Electronic Availability of Case File Information⁶, if sensitive information must be included, certain personal and identifying information such as Social Security numbers, financial account numbers, dates of birth, and names of minor children, shall be redacted from the pleading, whether it is filed electronically or on paper⁷.

The court recognizes that parties may need to include in the record a document containing information such as driver's license numbers, medical records, employment history, individual's financial information, and proprietary or trade secret information. To avoid unnecessary disclosure of private, personal or financial information, a party may:

(a) **RESTRICTED CASE.**

File a "Motion to restrict case". The motion must state the reason and show good cause for restricting remote access to the case. If the motion is granted, remote access to documents will be limited to Filing Users who are counsel of record. However, the case will be available for viewing by the public at the clerk's office.

(b) **EXHIBITS.**

File an exhibit containing private, personal or financial information as an attachment to a pleading entitled "Notice of Filing Restricted Exhibit".⁸ The notice and the attached exhibit shall be filed as a separate docket entry, rather than as an attachment to the pleading supported by the exhibit. Remote public access to the notice and exhibit will be limited to Filing Users who are counsel of record. The notice and exhibit will, however, be available for viewing by the public at the clerk's office.

(c) **DOCUMENTS UNDER SEAL.**

File a redacted copy of a pleading or exhibit containing private, personal or financial information, whether electronically or on paper, while

⁶Joint General Order Number 04-01 and the Notice of Electronic Availability of Case File Information can be accessed through the courts' web sites at www.kywd.uscourts.gov, www.kyed.uscourts.gov or can be obtained from any division of the court.

⁷Pursuant to the privacy policy of the Judicial Conference of the United States, documents in Social Security cases and Criminal cases shall have restricted status, meaning that remote public access to documents in these cases will be limited to a Filing User who is counsel of record. They will be available for viewing at the Clerk's Office. However, when ordered by the court upon the agreement of the parties, a high profile criminal case may be accessed electronically when it is for the convenience of the parties and in the public interest to do so.

⁸Reference the court's User Manual for technical instructions regarding electronic filing of the Notice of Filing Restricted Exhibits. The court's User Manual is available through the courts' web sites at www.kywd.uscourts.gov, www.kyed.uscourts.gov or can be obtained from any division of the court.

concurrently filing an unredacted copy under seal.⁹ This document shall be retained by the court as part of the record.

It is the sole responsibility of counsel and the parties to ensure that all documents filed with the court comply with these Administrative Policies and Procedures, the Joint General Order for the Eastern and Western Districts of Kentucky in re: Notice of Electronic Availability of Case File Information, and the Notice of Electronic Availability of Case File Information regarding public access to electronic case files. The clerk will not review any document for redaction.

Counsel are strongly urged to share this information with all clients so that an informed decision about the inclusion, redaction, and/or exclusion of certain materials may be made.

⁹Reference Number 8 - Sealed Documents - for filing guidelines.